



ICAR-Central Citrus Research Institute

Opp.NBSS&LUP, Amravati Road,Nagpur-440033

Tel. Phone: 0712-2500249, 2500579.Website: www.ccri.org.in,

E-mail: director.ccri@icar.org.in

GST No: -27 AAAAI 1830P4ZG

F.No: A-32/1/2025-Store-CCRI

Date:15.10.2026

NOTICE INVITING TENDER

Online Tenders are hereby invited on behalf of the Director, ICAR-Central Citrus Research Institute, Amravati Road, Nagpur under **two bid system** from reputed firms for award of **Annual Contract for Watch & Ward (Security Services)** at ICAR-CCRI office premises, Amravati Road, Nagpur.

Name of the Work	Annual Contract for Watch & Ward (Security Services) at ICAR-CCRI office premises, Amravati Road, Nagpur.
EMD	₹ 2,50,000/-
Performance Security	Rs 3,50,000/-
Period of contract	Initially for one year further extension by one year subject to satisfactory services.

CRITICAL DATESHEET

Name of the Organization	ICAR-Central Citrus Research Institute, Amravati Road, Nagpur - 440033
EMD	₹ 2,50,000/- in favour of ICAR-Unit, CCRI payable at Nagpur .
Performance Security	Rs 3,50,000/-
Bid Submission start Date and Time	15/10/2026
Bid Submission End Date and Time	04/11/2026 13.00 hrs
Date of opening of Bid	05/11/2026 13.00 hrs
Address for Communication	Director, ICAR–Central Citrus Research Institute, Amravati Road, Nagpur -440033
Websites	https://gem.gov.in/ https://ccri.org.in ,

**Director
ICAR-CCRI, Nagpur**

LETTER OF INVITATION

Dear Tenderer,

Online **two bid system** tenders are hereby invited on behalf of the Director, ICAR-CCRI, Nagpur for Annual job work contract of Watch & Ward Services for a period of one year on job/work contract basis at ICAR-CCRI, Nagpur and extendable for further period of one year subject to satisfactory performance and willingness to continue on mutually agreed terms as per its requirement. Director, ICAR-CCRI reserves the right to reduce or terminate the period of contract or to extend its duration above the specified period in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-CCRI as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Earnest money deposit of **Rs. 3,00,000/- (Rs. Three Lakhs Only)** must be deposited in the form of demand draft in favour of **“ICAR Unit- CCRI, Nagpur”** to Director, ICAR- CCRI, Nagpur on or before the last date/time of submission. The particulars of the earnest money deposit must also be superscripted on the top of the envelope by including the DD/FDR number and date failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outright.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the ICAR-CCRI. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR- CCRI, Nagpur.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If a tenderer does not accept the offer, after issue of letter of award by ICAR-CCRI within 30 days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-CCRI shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure (s), if any, should be signed by the tenderer and should be uploaded along with technical bid.

7. Online tenders are invited under two-bid systems through GeM Portal. EMD must be deposited with Director, ICAR-CCRI, Nagpur during working hours i.e. 9:30 AM to 04.30 PM on all working days before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand draft in favour of ICAR Unit, CCRI, Nagpur.
8. The financial bid (BOQ) will be opened for the technically qualified tenderers only.
9. **An amount of Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousand only) shall be deposited in the form of a Demand Draft (DD) drawn in favour of ICAR Unit CCRI, Nagpur by the selected agency/successful tenderer as Performance Security Deposit, only after receipt of a communication from CCRI. In the event of non-deposition of the Performance Security Deposit within the stipulated time, the Earnest Money Deposit (EMD) shall be forfeited. In case the successful tenderer is exempted from submission of EMD, the tender awarded to the firm shall be withdrawn/cancelled.**
10. No interest on security deposit and earnest money deposit shall be paid by the CCRI to the tenderer.
11. **In case of quoted L-1 firm is more than one, then tender/contract will be awarded on the basis of Random Selection made by GeM only.**
12. **The financial bids shall be evaluated as per GeM procedure on the basis of service charges / commission per guard per shift quoted by bidders.**
13. **At present the institute's requirement is 13 guards without arms i.e. four points round the clock + one additional quarter's area [refer Annexure III].The requirement of no. of guards may increase or decrease in future depending upon the requirement.**
14. **GST would be calculated additionally over and above the calculation so arrived.**
15. **The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESIC in respect of personnel deployed by it to this office.**
16. The Firm will not charge placement charges or any other account including uniform from the manpower deployed with CCRI from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the bidder will be blacklisted if, at any stage, reports are received that the bidder has charged the manpower on any account.
17. The successful bidder shall quote institute GST .on bills for claiming input credit of GST by the institute.
18. Decision of Director, ICAR-CCRI shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and incase of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CCRI, Nagpur. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
19. Acceptance by the Director, ICAR-CCRI will be communicated by letter / e- mail or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the letter etc. should be acted upon immediately.

20. The Director, ICAR-CCRI does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.

21. The Director, ICAR-CCRI in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.

22. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-CCRI on non-judicial stamp paper of Rs. Five Hundred Only or appropriate value as per Rules inforce.

23. The Service charges shall be inclusive of all consumables like uniform, Torch, and statutory taxes (Like TDS etc). The Institute shall not pay any amount on account of consumable required for the services.

24. The Successful bidder shall pay the wages on or before 7th of the month through online remittance/RTGS/Cheque.

25. Any loss/damage/theft to the institute/individual property in institute campus due to the negligence of Security Services would be recovered from the dues of bidder.

26. The shortcoming/deficiency in Security Services shall be taken seriously and would be intimated to the bidder and fine of Rs. 1000/- per day shall be imposed. Even after the Servicing the notice, if it is observed that the firm is not improving its shortcoming/deficiency, the contract would be terminated at the cost of bidder and performance security would be forfeited also.

27. The interested bidders may visit the institute campus before applying for online tender.

28. The successful bidder shall be liable to pay the minimum wages as notified by the Ministry of LABOUR and Employment, Govt. of India from time to time to the workers deployed during the contract period.

29. The bidders shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESIC in respect of personnel deployed by them to this office. In case of any raise in statutory liabilities by the Govt, the institute will pay it on time to time.

30. In case, it is found that the successful bidder is not complying the statutory provision of all labour laws including payment of minimum wages, payment of EPF and ESIC, the contract shall be terminated and security deposit shall be forfeited and the Contractor / Firm will be blacklisted.

**Director
ICAR-CCRI, Nagpur**

The Firms are also required to upload copies of the following documents for technical evaluation:

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENTS ALONG WITH THE PAGE NO. FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:-

S.No.	Particulars	Whether submitted or not	If submitted, mention File Name & Page No.
1.	Experience Criteria: Duly certified scanned copies of Experience Certificate/work completion certificate of providing security services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations during the last three years (i.e. F.Y. 2023-24, 2024-25 and 2025-26) .		
2.	Turnover Certificate:- Scanned copy of audited balance sheet of the firm to fulfill the requirement of minimum average annual turnover of the firm not less than Rs. ONE crores only every and each year during last three financial years i.e. 2023-24, 2024-25 and 2025-26 duly certified by the Chartered Accountant.		
3.	Earnest Money Deposit (EMD) in original via speed post and scanned copy while filling tender on GEM of Rs 3.00 Lakhs Three Lakhs only (with Annexure – II after duly filling it) or valid exemption certificate if any.		
4.	Scanned Copy of Employee EPF and ESIC registration certificate.		
5.	PAN card and GST registration no of the firm		
6.	Bank solvency certificate not less than Rs. 50.00 Lakhs [Fifty Lakhs only] issued after 01.01.2026 . (Solvency certificate will be accepted from Nationalized/ PSU/ Scheduled commercial Banks.)		
7.	All firms are hereby informed that the site visit is mandatory. Bidders must visit the site, obtain the Site Visit Certificate from the institute , and attach it with their bid. Bids submitted without the mandatory Site Visit Report shall not be entertained.		
8.	Scanned copy of Income tax Return (ITR of FY: 2023-24, 2024-25 and 2025-26).		
9.	Scanned copy of License under the Contract Labour (Registration & Abolition) Act,1970 or Registration Certificate.		
10.	A certificate ensuring non-blacklisting of the firm by any PSU/government/statutory/autonomous or any other similar organization.		

AUTHORISED SIGNATORY

Note: The information required at S.No. 1 to 10 must be accompanied with the certified copies of the document and attached as per the serial number failing which the tender is liable to be rejected. No other document need to be attached with the tender form.

Deviation or failure to follow the order may lead to rejection of the bid. Selection of the firm will be made **by GeM random selection only**

Special Terms & Conditions of the Contract:

1. The interested Firms are required to deposit (in original) an Earnest Money Deposit(EMD) of **3,00,000/- (Rupees Three Lakhs only)** in the form of Demand Draft drawn in favour of ICAR-Unit CCRI, payable at Nagpur and may be addressed to the Director, ICAR- Central Citrus Research Institute, Amravati Road, Nagpur-440033.
2. Financial Bid will be opened only for those firms which qualify the technical bid.
3. The Bid Security will be forfeited in the following conditions: -
 - (a) If at any stage, it is found that any of the information/declaration furnished by the bidder is false.
 - (b) If a bidder withdraws his bid during the bid validity period as specified in terms and conditions of the tender document.
 - (c) In case of any lapse/default in honoring of terms and conditions at any stage after submitting the tender.
 - (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

Director

ICAR-CCRI, Nagpur

Tender for Annual Job Work Contract of Watch & Ward Services:-

Full Name & Address of the Tenderer:

Addition to Post Box No., if any,

Mobile No.:

E-Mail address:

From:

.....

To

The Director,

ICAR-Central Citrus Research Institute

Amravati Road, Nagpur-440033(M.H.)

Sir,

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for the annual security contract and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Financial bid (BOQ) to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. I/We shall be bound to communicate written acceptance within the prescribed time limit.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this tender. The all schedules duly signed are accompanied with this Tender.
4. Every page attached with this Tender bears my signature and the office seal.
5. DD No..... Dated..... of Rs..... drawn in favour of ICAR Unit CCRI, Nagpur and payable at SBI, Ravi nagar branch, Nagpur is enclosed as earnest money as required.

Yours faithfully,

Signature & Seal of the Tenderer

(Along with the address of firm)

Name :

Mobile No:

Address:

Name & Signature of the witness to contractor's signature

Name :

Mobile No:

Address:

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE
CONTRACT FOR PROVIDING WATCH & WARD SERVICES (Job Contract)**

1. **BUILDINGS AND THEIR LOCATIONS:** ICAR – CENTRAL CITRUS RESEARCH INSTITUTE, AMRAVATI ROAD, NAGPUR - 440033. The Watch and Ward (Security) Services Job Contract is required to safe guard the properties of ICAR-CCRI whole campus at present (**Security Agencies are requested to visit and survey the Institute campus before submitting the tender**).
2. **Services Required:** - Security personnel services (without arms skilled), as per detail below are to be manned as per the important Security/check posts

Sr. No.	Security Places	Requirement	No of Security Guards
	ICAR – CENTRAL CITRUS RESEARCH INSTITUTE, NAGPUR		
1.	Main Gate entrance	Round-the-clock	1 for each shift
2.	Office Building	Round-the-clock	1 for each shift
3.	CCRI/TMC Nurseries to Backside gate	Round-the-clock	1 for each shift
4.	Ambazari Pump House	Round-the-clock	1 for each shift
5.	CCRI Quarters(residential area)	10:00PM to 06:00AM	1 for each shift

i.e. 4 Points x 3Shifts=13 duties per day.

The entire open area and the built up area will have to be maintained from security angles. Complete security of the Campus (Laboratory and Residential Premises), Buildings and its properties shall be responsibility of the approved contractor who shall be held accountable for any loss of property/material etc. from within the building/campus as per the details given below:

1. The selected agency shall provide necessary persons for Security Services, Job Contract at the institute strictly as per the **charter** (mentioned in annexure IV) of duty and terms and conditions mentioned in the tender form. The general PSARA guidelines for employment of guards shall be followed. The agency shall employ good, reliable & robust persons, with clean records, within the age group of 21 to 45 years to carry out the job contract.
 - i. The guard should be at least 10th class pass and able to communicate in Hindi, read and understand Basic English.
 - ii. Preference should be given to Ex-service man or from equivalent services.
 - iii. Should have undergone basic training under security services.
 - iv. He should have minimum security service experience of 3 years in government organization
 - v. The guard should have sound health and perfect physical fitness.
2. In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason there of and the agency shall have to replace such persons immediately.

3. Necessary enlisting /police verification of the firm and its workers is also required.
4. The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor.
5. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages & VDA, as prescribed by the Ministry of Labour & Employment, Government of India, from time to time shall be payable to the personnel deployed on job contract to this institute by the Selected Agency.
6. The guard should perform one shift per day, double duties are not allowed. The maximum working hours for a guard should not exceed 8 hrs per day.
7. One reliever has to be employed over 6 persons employed to permit one compulsory weekly off to the staff employed, accordingly appropriate provision of number of relievers to be included.
8. The shift in-charge will maintain all the registers which are kept at main gate and other points.
9. The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
10. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-CCRI shall be final and binding on the contractor. The security/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff is to go on leave under intimation to Security In charge of the institute. No security guard will be replaced / changed without the consent/ intimation of ICAR-CCRI Authority.
11. All the personnel deployed will perform their duty in proper uniform.
12. Any legal liabilities of the worker (Minimum wages, ESI Contribution, EPF Contribution, Gratuity and other such liabilities) will be managed by the supplier/contractor. ICAR-CCRI, Nagpur will not be held responsible on any such legal matters.
13. The agency shall, at its own cost, provide suitable uniforms with shoes (with additional seasonal requirement like overcoat in winters and raincoats in rainy season) to the personnel with identity cards. Logo and name of the firm should be clearly embroidered on uniform. Also, the guards should be provided with whistle, 4 cell torch, lathi, gumboots etc. This cost incurred for uniform and other accessories should be borne by the Security Agency.
14. The agency shall provide Communication Facilities, Metal Detector and Vehicle Mirror for smooth functioning of Security Services Job Contract.
15. Additional guards have to be deployed during the important meetings/seminars/visits of dignitaries as and when required.
16. The Contractor shall not sub-let the award of contract.

17. The Contractor will provide sanitizer, mask etc to the guards to be posted at ICAR-CCRI.
18. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances by the 7th Day of each completed month to the personals, and any delay in this regard will attract penalty of 2% of final monthly bill amount per month for delayed payment, even if the payment for the security services is delayed by the Institute up to **three months**. The payment in respect of the clause above is to be made by e-payment to the bank accounts of the staff. A satisfactory proof of this has to be attached with the bill.

LOSS AND /OR DAMAGES:-

In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for security duties at entire campus, full damages will be recovered from the Agency and decision of the Director, CCRI shall be a binding on agency.

Director

ICAR-CCRI, Nagpur

Charter of Duties For Security Services and Job Contract At ICAR- CCRI, Nagpur: -

(a)	Ensure proper locking/unlocking of all rooms, labs, auditorium, doors and windows And report to shift in charge or officer concerned.
(b)	Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
(c)	Any visitor should be allowed inside the campus only after permission from the CCRI staff for entry. Compulsory entry of the identities of the visitors should be made in visitor's registers and visitor's card should be issued to them at the time of entry. It should be ensured that visitors are wearing visitor's card all the time during their stay In premises.
(d)	Ensure safe custody of keys
(e)	Proper entries are to be made while handing over keys to any staff of CCRI and while taking over too.
(f)	Regulate traffic and ensure proper parking of vehicles.
(g)	Conduct continuous patrolling of the entire institute campus, including residential area and boundaries along the specified beats and its surrounding area.
(h)	No stray cattle/dogs get access to the guarded area. It is duty of security guards to keep them away from the premises. If fail to do so, penalty clause may be imposed.
(i)	Should be vigilant all the time and check pilferage and implement anti-theft measures.
(j)	Guards should not give lenient or casual impressions in the duties and they should be alert and attentive all the times.
(k)	Guards should maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and officers/staff of the institute.
(l)	Check and keep the record of all outgoing material through gate pass signed by the Security in charge or authorized officials of the Institute.
(m)	Be conversant with the location of fire alarms switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation.
(n)	To check and maintain record of incoming and outgoing vehicles wherever applicable.
(o)	To report unusual events in suspicious circumstances occurring in the area of premises.
(p)	To keep record of staff members who are required to sit beyond office hours or attend Office on Saturdays/Sundays and Closed Holidays in a register.
(q)	Security guards should not leave their points unless and until the reliever comes for shift duties, shift in charge will maintain all the registers, which are kept at concerned Section.
(r)	The security staff should follow codal formalities of security system while on duty.
(s)	Any other items of work assigned with the approval of competent authority.

UNDERTAKING

I/We have read and understood all the terms and conditions of the tender document contained in the present tender document.

I/We do hereby declare that all the details provided in this tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-Central Citrus Research Institute, Nagpur.

I/We do hereby also accept ICAR-CCRI have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-CCRI any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC). The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-CCRI to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Name:

Signature:

Address:

Mobile No:

Instructions To Contractor For Statutory Compliances For Job Contract

1. Statutory registration and clearances

Contractor shall commence the work only after obtaining valid Labour License, independent provident fund no., ESIC Registration no., and Income tax no. and clearance certificate in respect of provident fund, ESI and Income tax from respective enforcement authorities.

IDENTITY CARD

2. Contractor shall provide to each of his employee an Identity card which shall have his photograph verified by contractor, his name, place of work and name of the contractor.

3. Statutory obligation

3.1 Contractor shall engage only adult security personnel (within the age group of 21 years and 45 years).

3.2 Contractor shall observe local laws as far as possible.

3.3 In case a contractor deploys women worker obligation under women's law – should be followed.

4. EPF & ESIC Contribution & Return

4.1 EPF & ESIC contribution of workers engaged shall be borne by the contractor as per laws/ rules in force & shall produce papers/ records whenever asked to do so.

4.2 Contractor shall fully comply all other formalities as per the EPF & ESIC statutory provisions and submit a copy of the challans etc. to CCRI for replying to statutory authorities in case of any complaints.

4.3 Verification of the character and antecedents of new workers from police authorities are to be got done by the contractors and should submit to the office before commencement of services.

5. Medical care in case of accident

5.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workman's compensations act or under the common law. This aspect shall not be a liability on the part of the Institute in any case.

5.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his worker.

5.3 Contractor should assist and guide his workers.

6. Supervision

Contractor shall engage adequate number of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at gate at the time of entering and leaving the premises. Name and contact details of the Supervisor shall be submitted to the concerned department by the contractor.

7. Safety and disciplinary action

7.1 Contractor shall ensure that his workers do not indulge in any unsafe or hazardous activities. The agency shall, at its own cost, provide suitable uniforms with shoes (with additional seasonal requirement like overcoat in winters and raincoats in rainy season) to the personnel with identity cards. Logo and name of the firm should be clearly embroidered on uniform. Also, the guards should be provided with whistle, cell torch, lathi, gumboots, face mask, sanitizer etc. This cost incurred for uniform and other accessories should be borne by the Security Agency. All such safety requirements will be provided by the contractor.

8. **Records & information to be furnished by contractor**

- 8.1 Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
- 8.2 Contractor shall provide full particulars of each worker deployed by him before start of the work from time to time.

Liquidated Damage Clauses/Penalty Clause

- (a) In case any complaint made by the ICAR-CCRI, Nagpur attributable to poor services/misconduct/misbehavior such as **drunken state** of the guard, **not performing the duties attentively** (found sleeping etc) a penalty of **Rs. 2000/-** per such incident will be imposed.
- (b) For **breach of any of the conditions of the contract: Termination** of contract and forfeiture of Performance security or a **minimum penalty of Rs.5,000/-** per default as the case may be depending upon the grounds of violation.
- (c) The agency shall ensure strict adherence to security protocols to the satisfaction of ICAR-CCRI, Nagpur. Failure to do so will render the Agency liable to **compensate the Institute for any financial loss incurred.**
- (d) For persistent breach (**three incidences**) at the most or unsatisfactory services the competent authority is empowered to **terminate the contract** along with **forfeiture of performance security and blacklisting of the firm.**
- (e) No Security Supervisor/Security Guard shall perform double duty, in case they are found performing double duty or remaining absent from the duty a penalty of double the wages shall be recovered from the security bill.
- (f) A detailed list of Security Supervisor and Security Guards along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of security.
- (g) In case of any complaint regarding short payment or any recovery whether directly/indirectly to security guards Competent Authority may constitute a Committee and act accordingly.

TERMINATION CLAUSE: -
The Agreement of the contract can be terminated with 1 months' notice from either side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the any expenses to be incurred due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.

Financial Bid (BOQ)

(To Be Submitted Only Electronically /Online only)

1. BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender.
2. Bidders are allowed to enter the Service Charge only, if he/she technically qualify the tender terms & condition.
3. While quoting the service charges, please ensure that the rates are reasonable and sufficient to maintain the required quality of services.